



CITY OF WILLIAMSBURG

MEMORANDUM

TO: Planning Commission

DATE: April 15, 2004

SUBJECT: Public forum format

The Williamsburg Community Building has been reserved for our public forums on Thursday, May 6, 6:30 p.m. and Wednesday, May 26, 2:00 p.m. Here is a proposal for the format of these meetings:

- Billed as "A Community Conversation on the Comprehensive Plan."
- Welcome by Planning Commission Chairman
- Short presentation on the Update by Reed Nester (15 minutes). Presentation will focus of major areas of concern for the Update, and will specifically highlight the topic areas for the discussion groups.
- Break into two or three discussion groups (depending on attendance).
 - Two discussion groups would meet in the large and small rooms in the Community Building. If a third group is needed, it would meet in the Council Chamber of the Stryker Building.
 - Two or three Planning Commission members will guide the discussion for each group
 - Staff will take notes for each group
 - Group discussion will last one hour
 - Three or four topic areas will be discussed. For three, the topics would be 20 minutes each devoted to neighborhoods and housing, commercial and economic development, and transportation issues. For four topic areas, the topics would be 15 minutes each devoted to neighborhoods and housing, commercial and economic development, environmental issues and parks and open space, transportation issues.
- 15 minute break after discussion group process
- Conclude meeting with Planning Commission members outlining the major issues identified in their discussion group
- Adjourn – meeting anticipated to last two hours

Reed T. Nester, AICP
Planning Director